

Head of Procurement (12 month fixed-term contract with the possibility to become permanent)

What will you do at CDS and how does that link to our purpose?

We are looking for a dynamic and motivated procurement professional to lead an exciting new part of our business. CDS have recently entered into a framework agreement with a major supplier for the provision of a managing agent and software platform service and we now require a Procurement Manager to help us set up and run this framework. In addition, you will ensure the effective, transparent, and compliant sourcing of goods, services and works that deliver value for money and social impact.

This role will be responsible for managing procurement across our housing and property portfolio including maintenance, development and service contracts, while embedding sustainability, co-operative values and regulatory compliance at every stage.

You will work collaboratively across the organisation to build strong supplier relationships, deliver best practice in public procurement and ensure our procurement strategy supports CDS's purpose to provide, support and promote co-operative and community led housing solutions.

What difference will you make?

- Our reputation in the sector will be enhanced because of the success and smooth running of our Procurement Act-compliant framework
- We will be compliant with the Procurement Act across the business and risk to CDS will be reduced through transparent processes, strong governance and well-documented contracts
- Confidence about procurement will increase in the business as staff are supported with clear, written guidance to consistently procure properly
- Our financial resilience will be strengthened because you have controlled costs, forecasted effectively and negotiated stable and compliant long-term arrangements
- Service quality will improve because of the selection of reliable, high-performing suppliers who understand CDS's standards and values

We will look to you to ...

- Set up our framework properly, launch it on time and ensure it is running effectively and compliantly
- Develop a comprehensive and compliant procurement policy, strategy and suite of procedures
- Lead the delivery of the organisation's procurement strategy, ensuring alignment with CDS's values, corporate objectives and regulatory requirements
- Oversee the procurement of goods, services and works across housing management, property maintenance and other projects
- Ensure all procurement activity complies with the Procurement Act 2023, internal governance and external audit standards whilst maintaining transparent and auditable records
- Develop and maintain a robust framework for contract management, supplier evaluation and performance monitoring
- Provide expert advice and guidance on procurement processes, tendering and supplier selection to internal teams to ensure compliance and value for money
- Embed social value, sustainability and equality considerations in all procurement activity whilst identifying and delivering opportunities for cost savings, efficiencies and process improvements
- Foster collaboration with stakeholders, suppliers and partners to encourage innovation and continuous improvement
- Promote and embed CDS's values in all aspects of procurement

You will definitely bring ...

- **A professional qualification such as MCIPS (Chartered Institute of Procurement and Supply) or are working toward accreditation**
- At least three years' experience in procurement and a proven record of leading or managing procurement within a regulated public sector or housing environment
- Demonstrated ability to design and implement compliant procurement frameworks, templates and governance processes
- Track record of effectively managing end-to-end procurement, including drafting notices, invitations to tender and evaluation reports
- Ability to train or guide colleagues on compliance procurement practice
- Mastery of the Procurement Act 2023, associated regulations and guidance, public procurement thresholds and governance and audit requirements
- Excellent analytical and problem-solving skills
- Highly effective written and verbal communication with the ability to engage confidently at all levels

You will be a star performer in this role if you ...

- Want to be part of a 'whole company' reputation
- Develop genuine, collaborative relationships with colleagues suppliers and other stakeholders
- Are committed to delivering value that improves residents' lives, not just financial outcomes
- Always look to improve processes and performance
- Are resilient to everyday challenges and calm under pressure
- Always find workable, ethical solutions to operational challenges rather than rigidly applying process
- Work methodically, maintaining meticulous records and audit trails to withstand regulatory scrutiny
- Have a Bachelor's degree in business administration, procurement or a related field

This probably isn't your dream job if you ...

- You dislike process and detail
- You believe procurement requirements rather than business need drive decisions
- You are uncomfortable balancing tight budgets with ethical, values-driven commitments
- Find it hard to meet deadlines or keep good records
- Are not good with data and IT
- Don't want to work within a structured and time sensitive environment

You will be responsible for...

This role has no management responsibilities as present

You will get support from...

The Finance Director

What we offer:

- Salary: £70,596
- Hybrid work (average 1 day/week in office)
- Eligibility for an annual performance bonus

Other Benefits:

- Contributory pension scheme (Social Housing Pension Scheme up to 10% of salary matched)
- 28 days annual leave pro-rata (3 fixed, plus statutory bank holidays)
- Health cash plan (non-contributory)
- Employee perks system (Perkbox)